

INSURANCE DEPARTMENT

ASSOCIATE FISCAL/ADMINISTRATIVE OFFICER

Administration – Business Services Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: 153 Market Street, Hartford, CT

Job Posting No: 108189

Hours: 40 hours/week – Monday- Friday (1st shift)

Salary: \$71,988 - \$92,585 (AR 26) New hires start at the minimum salary range

Closing Date: ***Friday, April 25, 2014 - Application package must be received by 5:00 p.m. by this date**

Eligibility Requirement: Candidates must have applied for and passed the Associate Fiscal/Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the Associate Fiscal/Administrative Officer title or those who have previously attained permanent status as an Associate Fiscal/Administrative Officer may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

The Associate Fiscal/Administrative Officer position will be responsible for overseeing the completion of professional/paraprofessional fiscal areas, prioritizations, assignment and supervision of work. Will oversee the timely completion of year end financial reconciliations and reporting. With the FAM will develop and revise office procedures and prioritize workflow. Assist the FAM with the upcoming Biennial Budgeting cycle and the robust Contracting process at the CID.

Knowledge, Skills and Abilities:

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; Knowledge of State Travel procedures, Knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management;

General Experience:

Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) additional year of the General Experience.
3. For State Employees experience as a Purchasing Services Officer 1 substitutes for the General and Special Experience on a year for year basis.

Preferred experience and skills:

- Supervisory Experience
- Experience with Fiscal Year End Reporting
- Experience with State Budgeting Process
- Experience with CORE-CT
- Proficient in MS Excel, MS Word, and PowerPoint software
- Excellent communication and organizational skills
- Excellent independent judgment and decision making skills

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit: Cover letter, Resume, State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), State Employees to submit copies of their last two (2) service ratings. Send application package to:

**Carmen Rivera, Human Resources Assistant
Connecticut Insurance Department
P.O. Box 816
Hartford, CT 06142-0816**

E-mail address: CID.HR@CT.GOV

Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

Note: Application package must be received by the closing date noted above. Incomplete or late application packages will not be considered.

Due to the large number of expected applications we will not be able to confirm receipt of application materials.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.